MEMORANDUM FOR: All Faculty, Deans, Department Chairs, and Program Directors

FROM: Anthony Garro, Provost and Vice Chancellor for Academic Affairs

SUBJECT: Faculty Instructional Responsibilities

The following are guidelines for course procedures. I encourage you to make use of the guidelines when preparing for and teaching your courses whether Day, PCE or online. These guidelines iterate certain basic practices that promote meaningful educational experiences, which most faculty members carry out as a matter of course. They are listed here to reaffirm their importance to our students, the faculty and the University.

OFFICE HOURS
All full-time faculty must schedule, post and keep regular office hours. A minimum of four hours per week is required, not less than one hour per day on three separate days. Additional office hours should be scheduled by appointment. In particular, faculty members should be available during registration period to meet with their advisees to discuss course selection and progress toward degree completion. Part-time lecturers must make themselves accessible to students outside of class hours for discussion of course-related issues.

COURSE SYLLABI
Faculty members are expected to provide a syllabus for each course that they teach. The syllabus should be available no later than the day of the first class meeting. Please see the attached for suggestions about the content of syllabi.

All faculty who plan to use SafeAssign plagiarism detection software in their courses must notify their students of this in writing, preferably by a statement in the course syllabus. For instructions on the use of this software and required student notification please go to: http://www.umassd.edu/cits/instructional/development/faculty/faculty_safeassign.cfm

The SafeAssign service is accessible through the myCourses learning management system (Blackboard Vista).

MISSED CLASSES
The Department Chair must approve all planned absences for legitimate professional or personal reasons in advance. In such cases, the instructor is responsible for arranging makeup classes or for providing alternative instructional activities. When an illness or unforeseen emergency results in the cancellation of a class, the instructor should notify the Chair (and the Department Secretary) as soon as possible and arrange for notices to be posted informing students of the cancellation. In the event of an extended absence of the instructor, the Chair is responsible for arranging continuing instruction in the course.

FINAL EXAMINATIONS
Faculty members have the obligation to restrict the administration of final examinations, if required, to the official examination period, which for spring semester 2010 is Thursday, May 13 through Wednesday, May 19. Please note that Wednesday, May 12 is a Study Day. Final examinations should not be administered during the last week of classes or during the study period, nor on the Study Day. The Academic Calendar for the spring 2010 semester is available on the UMass Dartmouth website.

GRADES
Grades are due through COIN 72 hours after the designated exam time.

LOCATION OF CLASS
Faculty cannot move their class to a new room without the approval of the Registrar and should notify the department Chair and the department secretary of any room change. Faculty cannot permanently move a class that is scheduled to be taught on campus to an off-campus location without the approval of the Dean.

Thank you for your cooperation in supporting and adhering to these practices.